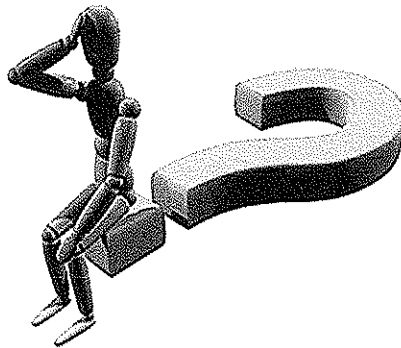


# **City of Frankfort Employee**

## **Assistance Program (EAP)**



### **What is the Employee Assistance Program (EAP) and how does it work?**

The EAP is a confidential counseling service for City employees. You may voluntarily seek help under the EAP, or you may be referred by your supervisor if you are having job performance issues related to work/life issues. Your participation in counseling is always voluntary, however if your supervisor refers you to the EAP and you choose not to participate, continuing job performance issues may lead to disciplinary actions. The key to making the EAP work is to get the help and assistance you need before your job performance is negatively affected. The types of assistance you may need help with include:

Individual Therapy	Marriage Counseling	Family Therapy
Psychiatry	Depression	Anxiety
Mood Disturbance	Adolescents	Alcohol/Drug/Gambling Issues
Career / Workplace Assistance	Family Issues	Violence & Anger
Parenting	Chronic Illness	Grief / Bereavement
Premarital Counseling	Mid-Life Issues	Divorce
Relationships	Work Crisis & Trauma	Conflict
Communication	Work/Life Balance	Illness/Disability
Stress	Legal/Financial Problems	Coping With Change

The City's partner in our EAP is The Offices of Paul Dalton (TOPD) ([www.ezcounseling.com](http://www.ezcounseling.com)). They have offices in both Frankfort and Lexington, and you may utilize either facility. With a referral from the City HR Office you will be allowed five (5) free sessions per July – June contract year. After that initial referral, it is the employee's responsibility to contact TOPD and make any future appointments. When you have set up an appointment with TOPD, you need to follow their no-show and/or cancellation policy. The City will not be responsible for no-show or cancellation fees. If the professionals at TOPD believe you need additional counseling beyond the five EAP sessions, you may be referred for those services. For those additional sessions, it will be the employee's responsibility to make arrangements for payments, and/or to determine whether the services might be covered under the City employee health plan.